

## **ARNG AGR Job Vacancy Announcement**

### **STATE OF WYOMING MILITARY DEPARTMENT**

**Office of the Adjutant General**

**5500 Bishop Boulevard**

**CHEYENNE, WYOMING 82009-3320**

15 May 2009

1. Announcement is made of the following AGR position. A brief description of duties and responsibilities is on the reverse side of this announcement.

Position Title:	<b>Sr. Human Resource SGT/BN Career Counselor</b>
Announcement No:	<b>09-162</b>
Closing Date:	<b>15 June 2009</b>
Minimum Grade Auth:	<b>E-6</b>
Max Grade Authorized:	<b>E-7</b>
MOS Criteria:	<b><u>42A40</u></b>
Physical Profile:	<b><u>323222</u></b>
Aptitude Area:	<b><u>CL Score: 90</u></b>
Security Clearance:	<b><u>SECRET</u></b>
Unit/Duty Location:	<b>HHB 2/300th, Sheridan, WY</b>
Female Asg Elig:	<b>Closed</b>
Nominating Official:	<b>MAJ James Cudney, 2-300<sup>th</sup> FA BN OIC</b>

2. This position is open to all current members of the Wyoming Army National Guard.

3. Must be able to serve at least 5 years in active military status prior to completing 18 years of active federal service. Must meet medical standards in accordance with AR 40-501. Applicants must meet height/weight standards as prescribed in AR 600-9. Must meet eligibility criteria as prescribed in NGR 600-5 and AR 135-18. Applicants must not be subject to flagging action when entering into the AGR Program. New AGR accessions will be placed on an initial AGR tour of 3 years. A subsequent tour is dependent on the needs of the organization. Selected individual must possess or become qualified in MOS **42A** within one (1) year of assignment (this requirement may be extended 1 year due to deployment obligations). Must attend BCC course at the Professional Education Center within 1 year of selection (This requirement may be extended 1 year due to deployment obligations). All applicants must submit the forms listed under the instructions for applying section to HRO.

4. A brief description of duties and responsibilities and the instructions on how to apply for this position are on the reverse side of this announcement.

### **Special Notes:**

- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT)
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- Failure to obtain and maintain a SECRET security clearance will result in removal from the AGR program.
- Acceptance of a permanent or indefinite position may cause termination from the Selected Reserve Incentive program (SRIP).
- Faxed/mailed applications will not be accepted (Electronic applications may only be accepted for individuals that are deployed).

- Do not submit applications in file folders, binders, etc...

Human Resources Office Point of Contact: MSG Debra Franck at (307) 772-5167, DSN 388-5167, or E-Mail [debra.franck@us.army.mil](mailto:debra.franck@us.army.mil)

### **INSTRUCTIONS FOR APPLYING**

Individuals may apply by submitting the following documents to the Human Resources Office, 5500 Bishop Blvd., Cheyenne, WY 82009-3320, so as to arrive not later than 1630 on the closing date. Applications not containing all required forms will not be forwarded for consideration. Copies are acceptable.

- NGB Form 34-1: Application for Active Guard/Reserve (AGR) position, **must be signed and dated**.
- TAG WY Form 17: Individual Record of Weight Control/Progress current within last 6 months
- DA Form 5500-R: Body Fat Content Work sheet (If applicable)
- DA Form 2-1/ERB/PQR: Personnel Qualification Record or Enlisted Record Brief
- NGB Form 23/23A: ARNG current Annual Retirement Points Accounting Statement.
- DD Form 2808/PHA: Report of Medical Examination current within 5 years or periodic Health Assessment current within the last 12 months.
- DD Form 2807-1/PHA: Report of Medical History current within 5 years or Periodic Health Assessment current within the last 12 months.
- DA Form 705: Current Army Physical Fitness Score Card (within 12 months). Current AGR Soldiers (current within 8 months).
- Last 5 NCOERs: If less than 5, submit what you have. A letter of recommendation or performance from the applicant's military supervisor will be submitted on Soldiers not requiring an NCOER.
- Photograph in uniform taken within the last 12 months.
- SF 181, Race and National Origin Identification Form (Optional).
- A copy of college transcripts must be attached for any claimed college courses. Copies of certificates/diplomas for claimed related education must be attached.
- Cover letter and Resume

Note: It is the responsibility of the individual Soldier applying for a full time position to ensure their personnel records are complete and up to date, and to ensure all basic qualifications noted in the description of duties are met.

### **BRIEF POSITION DESCRIPTION**

Assists the command by providing continuous attrition management and retention focus within the Battalion. Counsels Soldiers on re-enlistment options and alternatives to discharge/separation. Work in partnership with units in the command to plan and conduct regular retention activities and attrition management. Identify at risk Soldiers and Soldiers scheduled to ETS. Will assist unit leadership in implementing a sponsorship program. Reviews and implements retention and attrition directives and regulations. Advises the commander on all matters concerning retention and attrition management and provides information concerning strength trends and statistics. Assists the commander in preparing guidance and directives for retention/attrition programs. Advises the commander on training, logistics, personnel and unit mobilization readiness requirements. Performs other duties as assigned.

**The Military Department of Wyoming is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, national origin, sex, political affiliation, or any other non-merit factor.**

SPMD PARA/LIN 112/02 AGR: 160577

UNIT/PARA/LIN WP33T0/105/02